

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Management Analyst 2</i>	<b>DIVISION:</b> <i>Policy and Performance Improvement</i>	<b>DEPARTMENT:</b> <i>Performance Improvement</i>
<b>WORKING TITLE:</b> <i>SACWIS Specialist</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <b>731300 Data Systems Manager 1</b>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>63212</i>	<b>PCN:</b> <i>731303</i> <b>PAY RANGE:</b> <i>26</i>	<b>REVISION DATE:</b> <i>05/2021</i>
<b>EQUIPMENT USED:</b> <i>telephone      printer      computer      scanner      copier</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Six mos. exp. as Management Analyst 1 or completion of undergraduate major program core course work in business administration, management science or public administration and 6 mos. exp. in research &amp; analysis and written documentation of findings or 3 yrs. exp. in research &amp; analysis and written documentation of findings.</i>		
<b>PREFERRED:</b> <i>Thorough knowledge of the Ohio SACWIS system; broad understanding of child welfare; excellent written, oral, and assertive communication; excellent investigation and problem solving skills and be able to track system problems to their root cause; experience managing issues to closure; experience testing software; experience facilitating meetings; excellent customer service skills; ability to analyze data for patterns and anomalies; mid-level proficiency in Excel; mid-level proficiency in Oracle SQL; good judgment in ambiguous situations; self-motivated and able to work independently as well as lead and direct collaborative efforts.</i>		
<b>PURPOSE:</b> The employee will promote child welfare through the effective use of the Ohio SACWIS system by FCCS staff and its business partners. Specifically, the employee will provide expertise and leadership regarding SACWIS functionality and its effective use to support FCCS business needs. They will identify opportunities to improve the use of SACWIS to support business activities, and then help implement solutions. They will also research and manage to resolution issues related to various types of SACWIS data, as well as some non-SACWIS child welfare data. They will also provide SACWIS administration and support. They will ensure that issues are logged and reported to the ODJFS SACWIS Support team and may also research and manage them to resolution. They will also assist with the selection, design, and implementation of SACWIS features in collaboration with ODJFS and other county PCSAs. The employee will provide high quality services to all customers; service teams, FCCS support staff, community partners, and children and families served by FCCS. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.		

<p>35%</p> <p>40%</p> <p>10%</p> <p>10%</p> <p>5%</p>	<p><b>JOB DUTIES:</b></p> <p>Oversees research and resolution of issues with SACWIS data, including but not limited to critical incidents, placement leaves, providers, services, case data, intake data, etc. Serves as the liaison to any group needed to research and resolve issues, such as Program, Placement, and Fiscal divisions, as well as our provider network and others. Performs data analysis, statistical reporting, and variance analysis on SACWIS data, using SQL database queries or Excel spreadsheets, database functions, and pivot tables.</p> <p>Administers SACWIS security; configures SACWIS as needed by the agency; performs the SACWIS administrative functions (ex. setting up employees, building the agency unit structure, restricting cases, administrative case closure, merging data, disposing ticklers, etc.).</p> <p>Provides expertise and leadership regarding SACWIS functionality and its effective use to support FCCS business needs; identifies opportunities to improve the use of SACWIS to support business activities, and then helps implement solutions; helps identify SACWIS-related training needs and participates in developing solutions.</p> <p>Provides ad hoc research, reporting, and analysis from the SACWIS database.</p> <p>Performs other related duties as assigned.</p>		
<p><b>List no. of positions and Class Titles of positions supervised: N/A</b></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <hr/> Signature of Agency Representative </td> <td style="width: 50%; text-align: center;"> <hr/> Date </td> </tr> </table>	<hr/> Signature of Agency Representative	<hr/> Date
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